

EXAMPLE JOB DESCRIPTION

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| Job Title | Finance Assistant |
| Grade | Band 2 |
| Reports to | Business Manager |
| Liaison with | Teaching staff, support staff, pupils & parents |
| Job Purpose | To provide an effective and efficient clerical and finance support to the school. |
| Duties | <p><u>Finance</u></p> <ul style="list-style-type: none"> • To assist with the collection of dinner monies and completing of all catering returns for school meals and free school meals and liaise with Welfare Assistant. • To assist with financial administration such as placing orders, preparing cheques, collecting, recording and issuing receipts for other monies as required, including school uniform, trips and photographs. • Be responsible for checking full receipt of orders, annotating the records appropriately. Checking statements, as and when received, to ensure timely payment of invoices. • To prepare monies and make appropriate arrangements for banking, role shared with other Finance Assistant. • Be responsible for the administration of lettings, liaising with the Caretaker and hirer as necessary, including the issuing of invoices and collection of monies due to the school. • Maintain manual and computerised financial records. • To carry out all financial administration in accordance with appropriate LEA and school financial regulations and policies. • Support the Bursar in maintaining an up to date filing system for archive financial records. • Be responsible for maintaining the School Inventory • Help to ensure the school is following 'Best Value' procedures. • To assist the Bursar with the disposal of IT equipment as and when necessary. <p><u>Reception</u></p> <ul style="list-style-type: none"> • To support the Bursar and Welfare Assistant as a point of contact for both telephone and face to face enquiries and take messages where appropriate. • To ensure school security arrangements are always complied with, including the issue of visitors badges and signing of the visitors book if Welfare Assistant is absent. • To accept and sign for deliveries as appropriate. <p><u>Welfare</u></p> <ul style="list-style-type: none"> • To take responsible steps to support children when Welfare Assistant is absent. |

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| | <p><u>Clerical / Administrative</u></p> <ul style="list-style-type: none">• To be responsible for the sending of outgoing post, including the purchase of stamps.• To provide general clerical support and typing / word processing as required.• To assist with the monitoring and maintenance of stock and the order supplies as necessary. |
| General | <ul style="list-style-type: none">• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade |

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PERSON SPECIFICATION – FINANCE ASSISTANT

| General heading | Detail | Examples |
|--|---|--|
| Qualifications & Experience | Specific qualifications & experience | Experience in general administration and finance Educated to NVQ Level 2 or equivalent |
| | Knowledge of relevant policies and procedures | Knowledge of school financial policies and procedures |
| | Literacy | NVQ Level 2 in English or equivalent |
| | Numeracy | NVQ Level 2 in Maths or equivalent |
| | Technology | Ability to use word processor and wide range of financial and administrative IT packages |
| Communication | Written | Ability to complete returns and financial information appropriate to the role |
| | Verbal | Ability to exchange verbal information clearly and sensitively |
| | Languages | Seek support to overcome communication barriers with children and adults |
| | Negotiating | Ability to negotiate effectively to achieve best outcomes |
| Working with children | Behaviour Management | Understand and implement the school's behaviour management policy , as required |
| | Health & Well being | Understand the importance of physical and emotional wellbeing |
| Working with others | Working with partners | Establish effective relationships with those working in and with the school |
| | Relationships | Ability to establish rapport and respectful and trusting relationships staff and pupils where appropriate |
| | Team work | Ability to make a contribution to the work of a team |
| | Information | Contribute to the development and implementation of effective systems to share and safeguard information |
| Responsibilities | Organisational skills | Good organisational skills Ability to remain calm under pressure |
| | Line Management | N/A |
| | Time Management | Ability to plan and manage own time effectively |
| | Creativity | Demonstrate a highly creative approach to work |
| General | Equalities | Demonstrate a commitment to equality |
| | Health & Safety | Basic understanding of Health & Safety |
| | Child Protection | Understand and implement child protection procedures |
| | Confidentiality/Data Protection | Understand and comply procedures and legislation relating to confidentiality |
| | CPD | Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance |